



MICHIGAN STATE POLICE MOTOR CARRIER OFFICER APPLICANT PACKET

PLEASE READ THE CONTENTS OF THIS PACKET CAREFULLY!

Dear Applicant:

Thank you for your interest in a career with the Motor Carrier Division of the Michigan Department of State Police.

I am pleased to provide the enclosed information concerning minimum standards, pay scale, benefits, and conditions of employment. Potential applicants must meet the minimum standards to begin the selection process.

The selection process is lengthy, and is designed to provide the Division with individuals of the highest caliber possible. But a highly rewarding and satisfying career awaits you at the end of the process.

Should you have any questions, please contact: Sgt. Peggy Hines, at **517-336-6284**, or email at mcdrecruiting@michigan.gov. Additional information and the application for the Civil Service written examination may be obtained on-line at our web site, www.michigan.gov/motorcarrier or Civil Service's web site, www.michigan.gov/mdcs.

Once again, thank you for your interest in becoming a member of the Motor Carrier Division of the Michigan Department of State Police.

Sincerely,

DAVID W. FORD, LIEUTENANT
Commander
Field Support Section

POSITION OVERVIEW

TITLE

Motor Carrier Officers are armed uniformed members of the Michigan State Police, specializing in commercial vehicle enforcement.

AUTHORITY

Motor Carrier Officers have all the powers conferred upon peace officers for the purpose of enforcing the general laws of this state as they pertain to commercial vehicles. Motor Carrier Officers are not certified under the Michigan Commission on Law Enforcement Standards (MCOLES).

Motor Carrier Officers have arrest authority while on duty for:

1. Any felony committed in the presence of an officer or with reasonable cause to believe an individual has committed a felony.
2. Any misdemeanor under a warrant from another peace officer or court.
3. Misdemeanor arrests when committed in an officer's presence for:
 - a. Assault and Battery.
 - b. Operating While Intoxicated (for any vehicle operating on a public highway).
 - c. Malicious Destruction of Public or Private Property.

RESPONSIBILITIES

General enforcement responsibilities on commercial vehicles are, but not limited to, the following areas:

1. General state laws (speed, size, weight, and registration)
2. Equipment requirements (trucks, trailers, and buses)
3. Driver qualifications (licenses, physicals, and training)
4. Transportation of hazardous materials
5. Unlawful transportation (authority, rates, and tariffs)

Each applicant must successfully complete the Motor Carrier Recruit School held at the Michigan State Police Training Academy. The school consists of extensive training in motor carrier laws, rules, and regulations, as well as other in-depth law enforcement related courses. The school also includes a very rigorous physical fitness program, weapons training and qualification, pursuit driving instructions, and vehicle inspection procedures. All officers are under an initial eighteen-month probationary period beginning at the start of the recruit school.

CONDITIONS OF EMPLOYMENT

Positions in this job classification are located throughout the state. The employee may be required to work any shift and must be available for duty 24 hours a day. Motor Carrier Officers also work on state and national holidays and weekends. They drive and work in all seasons under inclement weather, and other adverse conditions. Motor Carrier Officers are transferred throughout the state in accordance with a collective bargaining agreement. Persons assuming the responsibilities of a Motor Carrier Officer must carry firearms and be prepared to use them in the line of duty if necessary.

MOTOR CARRIER OFFICER SALARY SCHEDULE

The salary range of Michigan State Police Motor Carrier Officers is determined by a collective bargaining agreement between the State of Michigan and the Michigan State Employees Association (MSEA). The last agreement established the schedule shown below:

Motor Carrier Officer 9

	Academy	At Post
Annual	\$18,938.16*	\$35,287.20
Monthly	\$1,578.18*	\$2,940.60
Bi-Weekly	\$725.60*	\$1,352.00
Hourly	\$9.07*	\$16.90

* Plus 48 hours of overtime per pay period (two weeks). When the overtime is factored in, the total salary in recruit school will approximate the "At Post" salary.

Motor Carrier Officer 10

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Annual	\$38,231.28	\$40,381.92	\$42,407.28	\$44,850.24	\$47,084.40
Monthly	\$3,185.94	\$3,365.16	\$3,533.94	\$3,737.52	\$3,923.70
Bi-Weekly	\$1,464.80	\$1,547.20	\$1,624.80	\$1,718.40	\$1,804.00
Hourly	\$18.31	\$19.34	\$20.31	\$21.48	\$22.55

The employee will be appointed to the position of Motor Carrier Officer 10 after completion of eighteen months of satisfactory service. Any employee failing to meet the established requirements for satisfactory service as a probationary Motor Carrier Officer is subject to separation from state employment. Probationary officers may be transferred to anywhere in the State before completion of their probationary period, in accordance with the contractual agreement with the Michigan State Employees Association (MSEA). Upon completion of probation, officers may request transfers to any State Police Post or Motor Carrier Weigh Station.

EMPLOYMENT BENEFITS

- Job satisfaction and the prestige that comes from belonging to one of the nations finest law enforcement agencies.
- Life, health, vision, and dental insurance.
- All equipment and uniforms are provided at no cost.
- Uniform cleaning allowance is paid each pay period (\$350 annually).
- Employees receive 13 paid sick days (accrued at 4 hours per pay period) and 12 paid holidays per year. Annual leave (vacation) accrual is based upon years of service.
- Employees receive 16 hours (2 days) of personal leave per year and 8 hours (1 day) of school leave per year.
- Employees receive longevity pay beginning at the end of six years of service (military service time is included in the calculation of longevity pay).
- Employees are enrolled in the State of Michigan Defined Contribution Retirement System and may also partake of the State's 401K and 457 Deferred Compensation programs.

MINIMUM QUALIFICATIONS

NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS

CITIZENSHIP: You must be a citizen of the United States at the time you take the written test.

RESIDENCE: There is no state residency requirement for Motor Carrier Officers. Officers may reside outside the State of Michigan.

AGE: You must be at least 21 years of age at the time of the written examination.

EDUCATION: All candidates must have graduated from high school or have General Education Development (GED) test results meeting the Michigan Department of Education Standards. GED tests must have been taken at an official GED center. A standard score of 35 or above on each of the five tests and an average of 45 for the five tests must have been attained. GED results should be submitted at the time of application if they are not already on file with Civil Service.

DRIVER'S LICENSE: You must have a valid operator's or chauffeur's license prior to appointment to the Training Academy. The license cannot have any restrictions applying to time, area, special mechanical control devices or conditions (except corrective lenses).

VISION: It is imperative all candidates have a level of visual acuity that will allow effective performance of their law enforcement duties. A candidate's visual acuity must meet the established criteria.

HEARING: Candidates must meet the minimum hearing standard of the Michigan Commission on Law Enforcement Standards.

TRAFFIC AND CRIMINAL HISTORY

All candidates' traffic or criminal histories will be reviewed and may serve as a basis for their removal from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given to the pattern of violations, seriousness, surrounding circumstances, number of incidences, and their recency. The issues identified below will cause immediate disqualification.

1. Conviction of a felony or the *reasonable belief* the candidate committed a felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the state licensing authority. An exception to this policy will be made for candidates who maintain a driving record free of suspension, revocation, and moving violations during the period two years prior to taking the written examination through the start of recruit school.

In the period four years previous to taking the written examination through the start of recruit school:

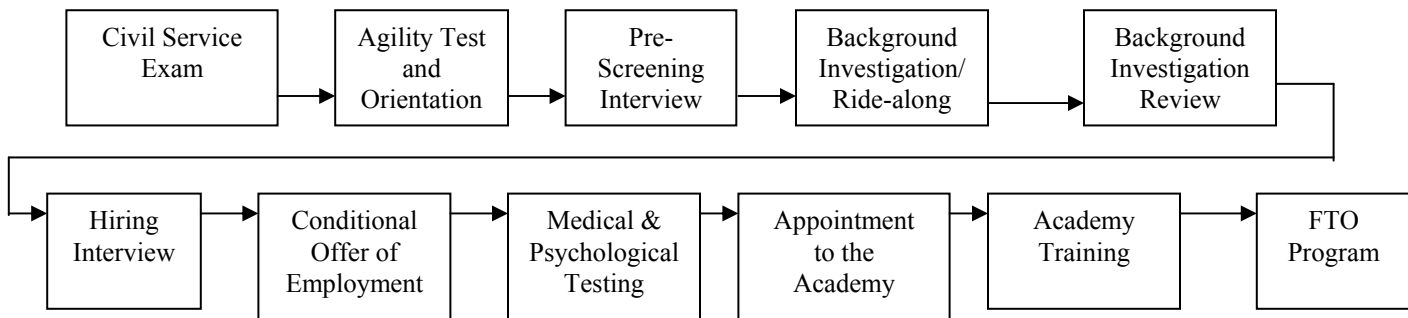
1. Conviction of driving while license was suspended or revoked.
2. Conviction of driving while under the influence of drugs or alcohol (including impaired driving).
3. Two or more convictions of reckless driving.

In the period two years previous to taking the written examination through the start of recruit school:

1. Assessment of 8 or more points on the candidate's driving record.
2. Conviction or civil infraction determination of three or more moving violations.
3. Two or more traffic crashes each resulting in a moving violation conviction or civil infraction determination.

PRE-EMPLOYMENT PROCESS

Motor Carrier Officer Selection Process Flow Chart



CIVIL SERVICE ENTRY LEVEL LAW ENFORCEMENT EXAMINATION NO. 2002

The hiring process begins by completing the civil service entrance examination. The Michigan Department of Civil Service administers the test. They may be contacted at (517) 373-3048 or 1-800-788-1766. It is offered on a regular ongoing basis at several locations around Michigan. To be eligible to take the entrance examination you must submit an application to Civil Service. Civil Service will schedule you for the test and advise you by letter of the date and location of the test.

An application is attached, or may be obtained on-line at MCD's web site, (www.michigan.gov/motorcarrier, and then click on "Recruiting") or at Civil Service's web site (www.michigan.gov/mdcs). Mail or fax the completed application to the address or number on the form.

Examination No. 2002 is used to develop employment lists for one position in the Department of Natural Resources (Conservation Officer), and three positions in the Department of State Police (Motor Carrier Officer, Trooper, and State Properties Security Officer). It is very important that you identify which position(s) you are testing for.

To be considered for further processing you must score at least 80% (as of 01/01). If you score below 80%, you may retake the exam six months from your last test date. You will be notified in writing as to your score (it may take up to 6 weeks to receive a test score). You may retake the written examination in an attempt to raise your score no more than

once every six months. A list of names of those with passing scores will be sent to the Special Programs Section. The Special Programs Section will contact you to schedule the next step in the process, the orientation.

Important information for completing the civil service examination application:

Employment Types: Enter "AA" in the first box.
Employment Locations: Enter "99" in the first box.
Job Interests: Check "Motor Carrier Officer"

Important information about the examination:

The exam is a video-based test developed by Ergometrics, Inc. (www.ergometrics.org), and is called the FrontLine Video Testing System for Law Enforcement. It is geared towards civilians and is best answered by using common sense and good judgment. For example, you will watch a brief video of a police officer investigating an incident. A short distance away is an intoxicated subject making a scene. The video will stop and you will have to answer the question "What would you do next?" The answers given may be 1) ignore the subject; 2) request the subject to leave; 3) arrest the subject, etc. Use your best judgment to answer the questions.

There is a second part of the test during which you watch a brief video and are requested to write a police report. Don't be concerned about "how do I type a police report?" Just write a report using proper grammar and punctuation, and be as accurate as possible in your report. The emphasis is placed on your recollection, observance, and proper use of the English language.

PHYSICAL FITNESS (AGILITY) TEST

Candidates who pass the written examination with an appropriate score must participate in the physical fitness test. This is the same test as the Michigan Commission on Law Enforcement Standards (MCOLES) fitness test. Information on the different tests can be obtained at www.michigan.gov/msp. The minimum performance standard for each event are as follows:

Males				
Age Group	Vertical Jump	Sit-Ups	Push-Ups	½ Mile Shuttle Run
18-29	17.5	32	30	4:29.6
30-39	16.0	30	30	4:38.2
40 +	15.0	30	28	4:54.7

Females				
Age Group	Vertical Jump	Sit-Ups	Push-Ups	½ Mile Shuttle Run
18-29	11.0	28	7	5:35.4
30-39	9.0	19	7	5:59.1
40 +	8.0	18	7	6:13.3

You must pass the Physical Fitness (Agility) Test at the orientation in order to proceed in the hiring process. If you are invited to attend the Motor Carrier Recruit School and you took the Physical Fitness (Agility) Test more than six months prior to the start of the Recruit School, you must pass a second Physical Fitness (Agility) Test prior to being appointed to the school. You will also be required to take agility tests the first week of the Recruit School and the last week of the Recruit School. Physical Training (PT) will be a mandatory part of the curriculum throughout the Recruit School.

CANDIDATE ORIENTATION PROGRAM

Candidates who pass the physical fitness test must attend a Candidate Orientation. Be prepared to ask questions about the position and the hiring process. Recruiters will be available for assistance. Instructions on required forms and documents will be discussed at the Orientation. An overview of the hiring process and the Academy training program will also be discussed.

You can advance yourself in the selection process by bringing the following items to Orientation:

- ✓ Your current resume with cover letter
- ✓ A **copy** of your valid driver's license
- ✓ A **copy** of your birth certificate
- ✓ A **copy** of your social security card
- ✓ Official college and high school transcripts
- ✓ Copies of college and high school diplomas or GED certificate

- ✓ Any/all marriage licenses, divorce/annulment decrees
- ✓ Military Certificate of Release from Active Duty DD-214 (if applicable)
- ✓ Any/all civil judgements
- ✓ Your Selective Service (Draft) number. If you have registered for the draft, you have been issued a number. You can obtain your Selective Service number at www.sss.gov, then click on "To Check a Registration".

You will not be scheduled for a Pre-Screening Interview unless all of these documents have been submitted.

PRE- SCREENING INTERVIEW

A Pre-Screening Interview will be conducted with all applicants prior to the Background Investigation. **This is not a hiring interview.** The purpose of this interview is to determine if you meet the minimum standards necessary to continue in the selection process.

BACKGROUND INVESTIGATION

Candidates can expect a comprehensive Background Investigation to determine suitability for employment. The candidate's past experiences, events, and actions will be thoroughly explored. A Background Investigator will contact the candidate after successful completion of the Pre-Screening Interview.

RIDE-ALONG PROGRAM

A Motor Carrier Division Ride-Along will be mandatory for all applicants. The Ride-Along program allows the applicant to ride with a Motor Carrier Officer and/or work at a weigh station for a day. The Ride-Along must be completed prior to the Hiring Interview. This is not a pass/fail program, but rather an opportunity for the applicant to gain first-hand knowledge as to the day-to-day duties of a Motor Carrier Officer. This can be scheduled through the MCD Recruiting Office (517-336-6284) after completion of the Orientation/Agility Test.

HIRING INTERVIEW

After the Background Investigation has been reviewed, candidates who are found to have no disqualifying concerns are scheduled for a Hiring Interview. The Interview uses the "Targeted Selection" process. The Interview is designed to assess specific competencies necessary to perform the duties of a Motor Carrier Officer. The Interview panel is made up of three departmental personnel.

CONDITIONAL OFFER OF EMPLOYMENT

Pursuant to applicable state and federal law, candidates achieving a final score high enough to merit appointment to the Academy are given a conditional offer of employment. This offer states if the candidate passes the remaining pre-employment steps, he/she will be appointed to the Academy. This offer may be revoked if additional negative information that comes to the attention of the Department.

DRUG SCREENING

All candidates shall be drug-screened at least once prior to appointment to the Academy. This screening may take place at any time after the department receives the results of the written examination. No warning will be given to the candidate prior to the scheduling of this screening. Failure to attend or pass the screening will result in the candidate's immediate disqualification.

PSYCHOLOGICAL SCREENING AND MEDICAL EXAM

All candidates will participate in psychological screening administered under the direction of the department's Behavioral Sciences Section prior to appointment to the Academy. Candidates must pass this examination in order to be appointed. All candidates will be required to provide complete medical records and undergo a complete physical examination by a departmental physician. Failure to receive medical approval to fully participate in the Academy will result in disqualification.

APPOINTMENT TO THE MICHIGAN STATE POLICE TRAINING ACADEMY

Candidates who successfully complete all pre-employment steps are appointed to the Academy. The Motor Carrier Recruit School is 19 to 22 weeks in length, and consists of three phases. Phase 1 is approximately a 10-week traditional format Recruit School that includes the requirement to reside at the Academy during the week. Phase 2 is a one to two-week field training program, where recruits work in the field with a senior officer. Phase 3 consists of approximately 7 weeks back at the Academy with the same format as Phase 1.

Upon successful completion of the Recruit School, recruits are assigned as probationary officers to a Field Training Officer (FTO), and must successfully complete the FTO program prior to confirmation as a full-time employee.

SELF-ASSESSMENT QUESTIONNAIRE

Serving Michigan as a Motor Carrier Officer is more than a job, or even a career, it's a way of life. State police officers enjoy the prestige and respect that come from being a member of one of the finest law enforcement agencies in the world. Over 80 years of service, sacrifice, and tradition combine to make serving with the Michigan State Police a unique and highly rewarding experience.

There are many excellent reasons for becoming a Motor Carrier Officer. However, candidates seldom stop to consider other, less positive, aspects of the selection process, training, or even serving as an enforcement officer. While these factors should not be over emphasized, they do need to be acknowledged and considered. Each candidate must consider these factors carefully before reaching a decision to dedicate his/her life to public service.

Please review the questions below and be honest as you answer them. If you answer any of the questions with a "no", you should reconsider your decision to enter or to continue in the selection process. Serving as a Michigan Motor Carrier Officer is demanding work performed by dedicated men and women. It is not a lifestyle for everyone; it may not be for you.

The Selection Process

During the selection process are you prepared to...

- Retake the written examination if you do not score high enough for further processing?
- Go through a long and competitive process that includes a written examination, a Physical Fitness (Agility) Test, an in-depth background investigation, an oral hiring interview, drug screening, and medical and psychological screening?
- Invest up to a year to complete all of these steps?
- Face disappointment if you are not selected, since less than 1% of all applicants are appointed to the Academy?

The Training Academy

If appointed to the Academy are you prepared to...

- Endure rigorous physical and mental training as part of a team operating in a strict military environment?
- Live and sleep at the Academy from Sunday evening to Friday night with only limited contact with friends and family?
- Undertake an intensive college level academic program including hundreds of hours of classroom training, reading, studying, typing, and testing?
- Endure physical hardships such as long distance running, boxing, swimming and intensive physical training?
- Perform menial tasks such as cleaning recruit facilities and equipment, making beds, and washing dishes?
- Respond to orders without question, even though you may not understand or appreciate their purpose?

As a Motor Carrier Officer

Are you willing to...

- Work in an unfamiliar area of the state?
- Work any shift and have limited choice of pass day, vacations, or assignments due to low seniority?
- Work weekends and on special family occasions, as well as work overtime on pass days or holidays?
- Be the target of abusive or profane language from the public you have sworn to serve?
- Work alone in a large geographical area with back up many miles away?
- Assist at traffic crashes, provide medical attention or comfort to persons who have been severely injured, deal with hysterical victims and witnesses, assist with the dead and/or body parts, and deliver messages to next of kin?
- Produce large numbers of reports, forms, and other paperwork?
- Work outdoors in inclement or hostile weather?
- Destroy animals such as deer, dogs, cats, etc., which have been seriously injured when struck by a motor vehicle?
- Face social isolation from people you thought were your friends because you are now a law enforcement officer?
- Confront and arrest persons who may be larger and stronger than you or who may be armed?
- Travel and work anywhere in the state as you respond to emergencies or on special assignment?
- Risk personal safety to assist others or perform dangerous tasks in unsafe environments?

Questions for your Family

Is your family willing to...

- Move to an unfamiliar location in the state?
- Endure your absence during recruit school?
- Support you emotionally during recruit school?
- Endure your absence during holidays, weekends, afternoons, and midnight shifts?
- Face social isolation from people they thought were friends because you are now a law enforcement officer?
- Live with the day-to-day risks of your job?
- Support you emotionally after a significant on the job incident?

The purpose of this questionnaire is not to discourage you from seeking a career as a Motor Carrier Officer with the Michigan State Police. It is designed to make you aware of aspects of becoming or being a law enforcement officer that you might not have considered. If you answered all the questions with a "yes," the Michigan Department of State Police welcomes you to the selection process and wishes you great success!

Last updated 04/10/06